

## • **Rental Information for a wedding, reception or social event**

**GLENVIEW MANSION** was built to entertain and continues to serve as a unique venue perfect for any special occasion. The formal gardens and acres of parkland that surround the mansion create a picture perfect setting. An open floor plan supports your customized use of this grand facility.

The first floor of Glenview Mansion is fully furnished and welcoming in appearance. The four rooms on the front of the house are all open to each other allowing guests to see and flow from one end of the house another (approximately 115 feet). The Conservatory, with its marble floor and high ceiling, is great for ceremonies or dancing, while the Dining Room hosts your buffet or food stations. The Entrance Hall, Living Room, Library, Lyon Room, Arcade and also kitchen support the different needs of your event.

The Glenview Mansion Art Gallery, with monthly exhibits, is located on the second floor along with two conference rooms and a Dressing Room.

### **GLENVIEW MANSION VENUE BASICS**

- During the business week, any portion of the house can be rented to meet your event needs.
- On weekends, all rentals include the entire house plus the adjoining formal gardens.
- Guest capacity varies depending on how you use the house. For example:
  - 150 or fewer guests works well for a buffet and informal mix and mingle inside the house
  - 200 guests for a seated meal under a tent in the Formal Gardens followed by dancing in the house is popular
  - 50 guests is capacity for a seated, served meal in the Dining Room
- A standard rental is for 7 hours (2 hours for your caterer to set up, 4 hours for your celebration and 1 hour to clean up). Additional hours are available on many dates.
- Saturday has two rental periods or a 10-hour rental option for exclusive use.
- Any vendor is welcome – Glenview Mansion has no preferred caterer, tent company, etc.
- Our kitchen is a catering kitchen, not a cooking kitchen. It is very large with many features: multiple sinks, refrigerator, freezer, warming ovens, range, microwave, even a small ice machine, all available for use.
- No red beverages are allowed.
- Food Permits are required for events open to the public.
- Alcohol Permits are required for events with a paid admission, donation required for entrance, or cash bar.
- A licensed alcohol server is required if alcoholic beverages are offered at the event.
- Chairs for ceremonies in the formal gardens are available for rent at \$2.50 per chair.
- Tenting is allowed in two areas of the formal gardens – but not on the front lawn.
- Contracts are available up to two years in advance. A down payment of either \$1,000 or \$1,500 and a signed contract secures an event date. The contracted balance is due four months prior to event date.
- Additional policies apply.

## GLENVIEW MANSION RENTAL RATES

The City of Rockville owns and operates Glenview Mansion. If the renter lives inside the 13 square miles of the corporate limits of Rockville, Maryland and pays taxes to the City, they qualify for a resident rate. If the renter lives outside the City of Rockville a non-resident rental rate is applied.

### Rental Rates July 1, 2012 – June 30, 2013

|                            | 7 hour rental               | 7 hour rental              | 10 hour rental   |
|----------------------------|-----------------------------|----------------------------|------------------|
|                            | <b>Weekday (Mon. – Fri)</b> | <b>Weekend (Sat./Sun.)</b> | <b>Sat. only</b> |
| <b>Non-Rockville Rates</b> | \$2,812 (extra hr. \$402)*  | \$3,512 (extra hr. \$501)* | \$5,624          |
| <b>Rockville Rates</b>     | \$2,482 (extra hr. \$355)*  | \$2,966 (extra hr. \$424)* | \$4,774          |

\*Extra hour option applies only to Friday, Saturday AM and Sunday events

### Rental Rates July 1, 2013 – June 30, 2014

|                            | 7 hour rental               | 7 hour rental              | 10 hour rental   |
|----------------------------|-----------------------------|----------------------------|------------------|
|                            | <b>Weekday (Mon. – Fri)</b> | <b>Weekend (Sat./Sun.)</b> | <b>Sat. only</b> |
| <b>Non-Rockville Rates</b> | \$2,870 (extra hr. \$410)*  | \$3,580 (extra hr. \$510)* | \$5,735          |
| <b>Rockville Rates</b>     | \$2,530 (extra hr. \$360)*  | \$3,025 (extra hr. \$430)* | \$4,870          |

\*Extra hour option applies only to Friday, Saturday AM and Sunday events

For more information

Call 240-314-8660

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